



## ADMINISTRATIVE VARIANCE APPLICATION

### Application Checklist:

Page No.	Item	Completed/ Included in Submittal
1	Project Information Sheet	<input type="checkbox"/>
2-3	Authorization Forms	<input type="checkbox"/>
4	Letter of Intent	<input type="checkbox"/>
4	Variance Analysis	<input type="checkbox"/>
5	Chattahoochee River Corridor Certificate	<input type="checkbox"/> or N/A <input type="checkbox"/>
5	8½" x 11" copy of Survey	<input type="checkbox"/>
5	8½" x 11" copy of Site Plan	<input type="checkbox"/>
5	11" x 17" copy of Survey	<input type="checkbox"/>
5	11" x 17" copy of Site Plan	<input type="checkbox"/>
5	8½" x 11" copy of Legal Description (must be in Word format)	<input type="checkbox"/>
	11" x 17" copy of Elevations and/or Sections	<input type="checkbox"/> or N/A <input type="checkbox"/>
6	Fee Schedule	N/A
6	Fee Payment	<input type="checkbox"/>
	All documents in electronic form (jump drive)	<input type="checkbox"/>

The Director reserves the right to request additional information deemed necessary to analyze the request. Incomplete applications will not be accepted.

Planner's initials: \_\_\_\_\_



Case No.: \_\_\_\_\_

Planner's initials: \_\_\_\_\_

**SANDY SPRINGS™**  
GEORGIA

## PROJECT INFORMATION SHEET

<b>PROPERTY</b>	Address(es):	
	Parcel Tax ID:	
	Land Lot(s):	Land District(s):
	Total acreage:	Council district:
	Current zoning:	Current use:
	Character Area:	

<b>APPLICATION</b>	Detailed request (include Code/Ordinance Section No.):	
	Petitioner:	
	Petitioner's address:	
Phone:		Email:

<b>OWNER</b>	Property owner:	
	Owner's address:	
	Phone:	Email:
	Signature (authorizing initiation of the process):	
<i>If the property is under contract, provide a copy of the contract</i>		

- TO BE FILLED OUT BY P&amp;Z STAFF -

Application date:
<b>ADDITIONAL INFORMATION NEEDED:</b>



### AUTHORIZATION FORM – PART I

A- The property owner must fill out the following section and have it notarized. If a property has multiple owners, each owner must separately fill out a copy of the authorization form.

Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application.	
Owner's name:	Sworn and subscribed before me this _____ day of _____ 20 ____ Notary public: _____ Seal:  Commission expires: _____
Address:	
City, State, Zip Code:	
Email address:	
Phone number:	
Owner's signature:	

B- If the applicant is *not* the owner of the subject property:

Fill out the following section, check the appropriate statement and have it notarized.

Applicant states under oath that:	
<input type="checkbox"/> He/she is the executor or Attorney-in-Fact under a Power-of-Attorney for the owner ( <i>attach a copy of the contract</i> ); or <input type="checkbox"/> He/she has an option to purchase the subject property ( <i>attach a copy of the contract</i> ); or <input type="checkbox"/> He/she has an estate of years which permits the applicant to apply ( <i>attach a copy of the lease</i> )	
Applicant's name:	Sworn and subscribed before me this _____ day of _____ 20 ____ Notary public: _____ Seal:  Commission expires: _____
Company name:	
Address:	
City, State, Zip Code:	
Email address:	
Phone number:	
Applicant's signature:	



## AUTHORIZATION FORM – PART II

C- If an agent or attorney will represent the owner and/or the applicant:  
Fill out the following section and have it notarized.

Agent's name:
Company name:
Address:
City, State, Zip Code:
Email address:
Phone number:
Agent's signature
Applicant's signature:

Sworn and subscribed before me this
_____ day of _____ 20 _____
Notary public: _____
Seal:
Commission expires:

## ADDITIONAL REQUIREMENTS

<b>Letter of Intent</b>
Required for <b>all</b> cases
<p>Address the following in detail, on a separate sheet:</p> <ol style="list-style-type: none"> <li>1. Requested Variance(s)</li> <li>2. Factual details about the proposed development: <ul style="list-style-type: none"> <li>• Number and size of buildings, square footage of gross floor area of nonresidential uses;</li> <li>• Type and number of residential units;</li> <li>• Number of employees and customers, hours of operation, number of classrooms, etc.</li> </ul> </li> <li>3. Alternative designs explored: <ul style="list-style-type: none"> <li>• Provide the details of alternative designs that could reduce the need for a Variance;</li> <li>• Explain why the alternatives were rejected;</li> <li>• If no alternative was explored, explain why.</li> </ul> </li> </ol>

<b>Variance Analysis (Sec. 11.6.1.)</b>
Required for <b>all</b> cases
<p>Explain in detail, on a separate sheet, and for <u>each</u> Variance request how:</p> <ol style="list-style-type: none"> <li>1. There are practical (not financial) difficulties pertaining to the particular piece of property in question because of its size, shape, or topography; and</li> <li>2. The requested Variance will be in harmony with the purpose and intent of this Development Code and will not be injurious to the neighborhood or to the general welfare; and</li> <li>3. The Variance requested is the minimum Variance that will make possible the proposed use of the land, building, or structure.</li> </ol> <p>Note: The general purpose and intent of the Development Code (Sec. 1.1.5) includes:</p> <ul style="list-style-type: none"> <li>• Ensuring conservation of land and natural resources;</li> <li>• Promoting the preservation and enhancement of tree canopy in residential areas;</li> <li>• Guiding reinvestment in established neighborhoods that preserves and reinforces their unique characteristics;</li> <li>• Promoting development along transit corridors that enhances their function as mixed-use, walkable centers that serve surrounding residential neighborhoods;</li> <li>• Providing standards for compatible transitions of use, building scale, and height between existing and new development;</li> <li>• Providing building and site design standards that address the public aspects of private development and how building form, placement, and uses contribute to the quality of the public realm;</li> <li>• Providing parking and access standards that appropriately balance pedestrian and vehicular needs and result in safe pedestrian environments of the highest quality.</li> <li>• Promoting quality landscape and building design that advance the function and beauty of Sandy Springs;</li> <li>• Providing clear regulations and processes that result in predictable, efficient, and coordinated development review;</li> <li>• Promoting conservation of land, energy, and natural resources;</li> <li>• Promoting sustainable building and site design practices;</li> <li>• Promoting diverse housing options along the City's major corridors and within its nodes.</li> <li>• Providing standards for interconnected streets and development patterns that support all modes of travel (walking, bicycling, public transit, driving);</li> </ul>

<b>Chattahoochee River Corridor Certificate</b>
Required for properties located within the Chattahoochee River Corridor (within 2,000' from the river)
Contact Madalyn Smith, Planner I: 770-206-2077 or <a href="mailto:madalyn.smith@sandyspringsga.gov">madalyn.smith@sandyspringsga.gov</a>

<b>Survey and Site Plan</b>	
Required for <b>all</b> cases	
Provide one (1) copy printed on 11"x17" paper; also include in electronic package. The site plan must include, at a minimum, the following:	
Basic Info	<input type="checkbox"/> Legal description (metes and bounds; should also be submitted as a separate document); <input type="checkbox"/> Key and/or legend, site location map with North arrow, and scale; <input type="checkbox"/> Layout and minimum lot size of proposed single family residential lots; <input type="checkbox"/> Location of overhead and underground electrical and pipeline transmission/conveyance lines; <input type="checkbox"/> Required and/or proposed setbacks; <input type="checkbox"/> Location of the requested variance(s) with associated dimensions;
Roads	<input type="checkbox"/> Existing and proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property; <input type="checkbox"/> Posted speed of existing streets; <input type="checkbox"/> Proposed streets on the subject site;
Improvement	<input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property; <input type="checkbox"/> Location of proposed buildings with total square footage; Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed; <input type="checkbox"/> Required and proposed parking spaces; and loading and unloading facilities;
Environmental	<input type="checkbox"/> 100 year floodplain horizontal limits and flood zone designations as shown on survey or Federal Emergency Management Agency Flood Insurance Rate Maps; <input type="checkbox"/> Lakes, streams, and waters on the subject site and associated buffers; <input type="checkbox"/> Proposed stormwater management facilities; <input type="checkbox"/> Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access; <input type="checkbox"/> Availability of water system and sanitary sewer system; <input type="checkbox"/> Tree lines, woodlands and open fields on the subject site; <input type="checkbox"/> Wetlands shown on the GIS maps or survey.

The Director reserves the right to request additional information deemed necessary to analyze the request.

## FEE SCHEDULE

Type	Adopted Fee	
Administrative Variance	For property zoned:	
	RE-, RD- PK, CON	\$300 + \$100/each additional request
	RU-, RT-, RM-, RX- ON-, OX-, CX-, SX-, TX-, CS-, IX-, CC-, PR-, PX-, PM-	\$400 + \$100/each additional request
Revisions to a filed application	Administrative Variance	\$250
<i>Notes:</i> <ul style="list-style-type: none"> <li>• Debit and credit card transactions are subject to a 5% surcharge</li> <li>• All fees are based on each request</li> </ul>		